



## How to Request Access to the Commerce Contract Management System

(one-time only)

Once you've logged into SAW, you can add your selected services by clicking on the "Click here to add services" link. This will take you to a list of agencies that you can choose from. Click on Commerce to see the list of available applications you can apply for.

In order to use the CMS Portal, you will need to select "Commerce Contract Management System".

You will also need to send a message to your Commerce program manager letting them know that you would like to access the system. Send them a [CMS Access Request](#) form to make sure that they have all of the information necessary to get you added into the system.

The CMS portal has two roles available. Submit and Read Only. Below is a list of activities available by role.

	Submit	Read Only
View A19s	X	X
Print A19s	X	X
Create A19s	X	



Submit A19s	X	
Correct and Resubmit A19s	X	

Access to contracts is granted by SWV number, please complete as many forms as needed to be granted access to all the SWV numbers used for contracts by you organization.

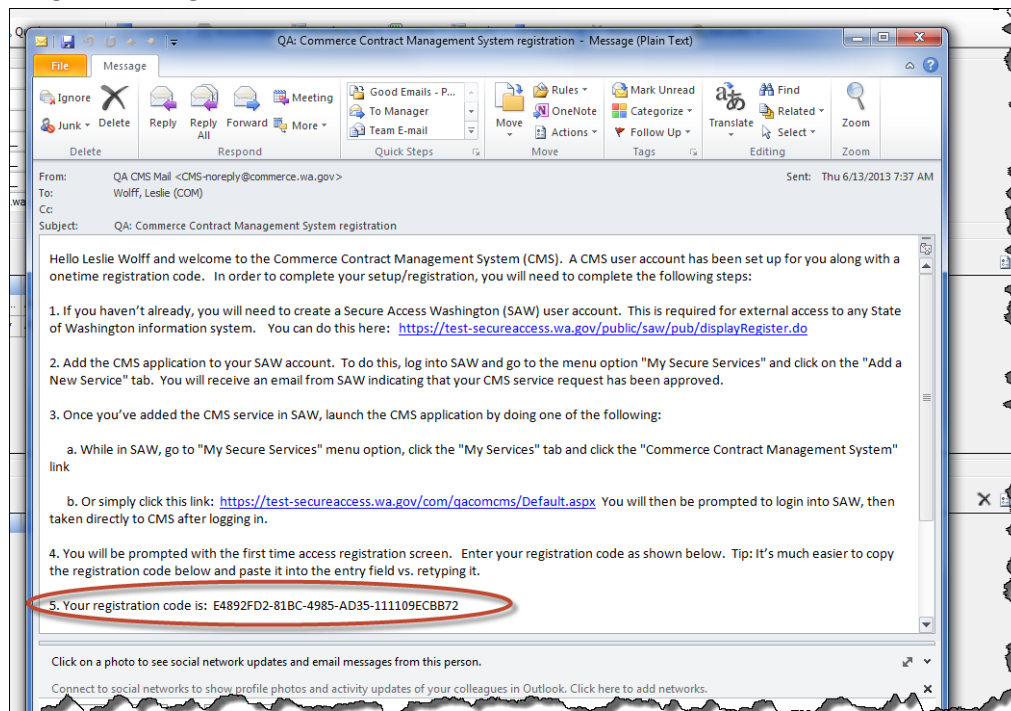
## How to Access the Commerce Contract Management System

Once your Commerce program manager registers you as a CMS portal user, you will receive an email like the one pictured below.

If you received an email first, but have not created a SAW account, [please go here](#) to learn how to create a SAW account.

When you receive this email and have a SAW account already created, you can either click on the link in the email to launch the CMS Portal or you can enter the Commerce Contract Management System through you "My Services" in SAW.

If your organization contracts with multiple programs within Commerce, you may have already received an email like the one below. If you have been granted access to all of your Statewide Vendors, you will be automatically granted access to those contracts, provided the program allows online invoices. This means you have already been set up as a person in the Contract Management System. If you need to be granted access to another SWV, submit a completed CMS Access Request form to the applicable Program Manager.





When you receive this email, copy your registration code. You can do this by highlighting the text and holding down the control key while pressing 'c'.



Then follow the link found in the email to the CMS Portal.

You will be prompted to enter your registration code.

**I have received my registration email and I would like to complete my registration.**

Enter your registration code sent to you in your registration email below:

Click in the text box and paste the code. This can be done holding down the control key while pressing 'v'. Then click on "Finish Registration".



## Commerce Contract Management System

You will be granted access and redirected to the Commerce Contract Management System home page.

The home page will show invoices associated with your contracts. Your Commerce program manager will be able to see the same information with the exception of drafts, which are A19s that you have created and saved but not submitted to Commerce.



**Department of Commerce**  
Innovation is in our nature.

Home Contracts Review All A19s Create New A19  
Welcome Leslie Wolff!

### Commerce Contract Management System

Hello Leslie Wolff, and welcome to the CMS vendor access tool! For details about the Washington State Department of Commerce please visit the [Department of Commerce website](#). You can also visit the [Commerce Vendor Portal site](#) to help you get the most out of CMS.

**Below is a Summary of your In Process A19s**

Invoice #	Doc #	Contract#	Warrant Amt	Service From Date	Service Thru Date	Current Status	Current Status Date	Vendor Message	Vendor Notes
218356		513-31119-020		06-01-2013	06-02-2013	Submitted	06-05-2013		We would like some more money, please. We have done many things.
218358		13-93222-021	\$200.00	06-10-2013	06-11-2013	Processing Payment	06-05-2013	Actually you need to fix	Been workin' so hard...
218324		13-31110-603		05-07-2013	05-21-2013	Draft	05-28-2013		test 218324
218321		13-31110-603		05-01-2013	05-31-2013	Draft	05-23-2013		marks first test for 13-31110-603 I certify this - Mark Clerget
218315		13-31110-131		04-01-2013	04-02-2013	Draft	05-15-2013		Are these going to show up for me? test
218313		13-31110-603		05-01-2013	05-31-2013	Draft	05-14-2013		Non Attach
218204		13-31110-603		01-01-2013	01-31-2013	Draft	04-17-2013	ocva sa jan. invoice	
6116	CV005502	512-31119-019	\$13,282.00	01-01-2012	03-31-2012	Processing Payment	04-10-2012	CVSC Q3	
3396	CV003121	12-31110-131	\$51,215.57	01-23-2012	01-23-2012	Processing Payment	01-25-2012	nov-dec 2011	
3398	CV003122	12-31110-130	\$75,330.44	01-23-2012	01-23-2012	Processing Payment	01-25-2012	Nov-Dec 2011	
2844	CV002742	512-31119-019	\$13,051.00	01-09-2012	01-09-2012	Processing Payment	01-09-2012	CVSC Q2	
4858	CV004383	7a-46108-012	\$30,182.22	12-22-2011	12-22-2011	Processing Payment	12-27-2011	HGAP May 1-15, 2011	

When you were registered within CMS, your Commerce program manager should have assigned you to the statewide vendor numbers and suffixes used on your contracts. This allows you to submit A19s for your organization. To check your available contracts, go to “Contracts” or “Create New A19” once you log in.

Home **Contracts** Review All A19s **Create New A19**  
Welcome Leslie Wolff!

If you do not see any contracts listed, contact your program manager at Commerce to make sure the correct SWV numbers were added to your profile.



## System Access Request Form

Mail or email this completed form to your Commerce program manager. The Contract Management System Portal (CMS) is accessed through Secure Access Washington (SAW). Use this link to access the SAW site <https://secureaccess.wa.gov/> and create a SAW account.

Upon receipt of this form, your Commerce program manager will send a CMS Registration Code to your SAW email address. See the [CMS training manual on the website](#) for instructions on how to create a SAW account and to login to CMS.

## Requestor Information

FIRST NAME	LAST NAME	WORK PHONE	CELL PHONE
SAW EMAIL		FAX PHONE	ROLE
			<input type="checkbox"/> Data Entry and Submit <input type="checkbox"/> Data Entry Only <input type="checkbox"/> Read Only
ORGANIZATION NAME	STATEWIDE VENDOR NUMBER		
ORGANIZATION NAME	STATEWIDE VENDOR NUMBER		

## Requestor Agreement

By signing this form, I certify that I am authorized to view and/or submit information on behalf of the organizations listed above, will practice adequate Password management by keeping Passwords confidential and agree to the Conditions of Use Access Agreement.

<http://www.commerce.wa.gov/about/Pages/Conditions-of-use.aspx>

PRINTED NAME	SIGNATURE	DATE

## Manager Approval

By signing this form, I approve this employee to access the CMS portal on behalf of the organizations listed above.

PRINTED NAME	SIGNATURE	DATE